

Community School Program Manager

QUALIFICATIONS:

1. A master's degree in Education, Guidance, Social Work or Public Health from an accredited college or university
2. Ability to design, implement and support innovative programs to accomplish the Superintendent's goals, specifically the implementation of the community school model to support at- and in-risk students
3. Minimum of two (2) years working experience in an alternative education setting preferred
4. Excellent verbal and written communication skills, training development and public speaking
5. Skilled at data analysis and effective data reporting
6. Experience with grant writing and reporting preferred
7. Cultural sensitivity and interest in working with diverse staff and student populations
8. Ability to manage multiple priorities and work in a fast-paced, growing and changing environment
9. Technology skills required

PREFERRED SKILLS AND EXPERIENCE:

1. Demonstrated ability to develop positive interpersonal relationships with staff members.
2. Demonstrated writing skills necessary to produce reports and program evaluations.
3. Demonstrated experience in designing and implementing quality programs for high-risk youth.
4. Demonstrated ability in working effectively and collaboratively with parents and other community stakeholders.
5. Demonstrated fluency with key concepts/features, practices, and systems of community schools.

PERFORMANCE RESPONSIBILITIES:

The Community School Program Manager provides leadership and coordination to the Renaissance Network to ensure that partners work together to transform these schools into community hubs which provide students, parents, families and residents of the neighborhood with the resources necessary to improve student outcomes, improve employability (students, parents, neighbors), increase parent knowledge and engagement, increase nutrition and health, and increase access to social service resources.

The Community School Program Manager is a key to the success of the partnerships which are essential for an effective community school, as well as, the coordination and integration of services, programs, supports, and available opportunities. The Community School Program Manager's main responsibility is to work closely and plan jointly with the Renaissance School Principals to drive, develop and implement the community school effort. The Program Manager convenes a cross-section of school staff, parents and representatives of community organizations to develop systems with which to coordinate new and existing programs that respond to the needs of the school and community through ongoing needs assessments. The Program Manager adds capacity to the principals' leadership of the school and is essential to ensuring that all programs, supports, services, opportunities and the mutually defined results and outcomes are fully aligned.

ESSENTIAL RESPONSIBILITIES:

- Provide coordination and integration of all services, programs and supports—including comprehensive wraparound partnerships at the Renaissance Schools and targeted programing at community partner organizations and participating middle and elementary schools.
- Work closely and plan jointly with the schools' principals to drive, develop, and implement the community school effort.
- Obtain additional funding through state and local sources to support and sustain the goals of the Full-Service Community School model.
- Support grant writing to increase funding for the community school model as well as grant writing to support other district initiatives.
- Support the coordination of School Site Councils of school staff, family, and community representatives to respond to the needs of the school and community.
- Ensure that all programs, supports, services, opportunities, and the mutually defined results and outcomes are fully aligned.

REPORTS TO: Chief Equity and Engagement Officer

SALARY: \$86,595

WORK YEAR: 12 Month position, 4 weeks paid vacation